

University of Louisiana at Lafayette
University Approved Training Courses
Policy for Classified Employees

Purpose

The purpose of this policy is to provide guidelines for classified staff to take University Approved Training Courses.

Introduction

The University of Louisiana at Lafayette allows classified employees who meet eligibility requirements to take University Approved Training Courses that are deemed work related during regular working hours.

Class attendance must be approved in advance. The employee's job comes first.

Employee Eligibility

Classified, full-time employees are eligible to participate in this program.

Course Eligibility

The approved courses are considered part of the employee training program and are organized based on EEO categories of employee job titles. The EEO categories are as follows:

- Administrative Support
- Officials and Administrators
- Paraprofessionals
- Professionals
- Protective Service Workers
- Service-Maintenance
- Skilled Craft Worker
- Technician

For a complete listing of job titles by job category and a full listing of University Approved Training Courses by job category, visit <http://personnel.louisiana.edu/training.shtml> or contact the Human Resources office.

Procedure

The employee will complete a University Approved Training Courses application to gain approval for taking an approved university training course during work hours.

The employee will be responsible for all costs involved with taking a university approved training course. If the employee is eligible to receive the faculty/staff tuition exemption, a Faculty/Staff/Dependent Exemption form must be completed. The faculty/staff tuition exemption allows the employee to enroll in one three hour undergraduate or graduate course at the current exemption rate.

Only one three hour course can be taken during normal working hours, whether or not the course is on the approved list.

The employee must meet catalog requirements for any course in which he/she wants to enroll as well as complete all requirements for admission to the University.